



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date July 2, 1976	1. Agency Address State Merit System 244 Washington Street, SW, Room 554 Atlanta, GA 30334	Application Number <b>74-358-A</b>	
Application Number 76-02		Date Received JUL - 8 1976	Date Completed JUL 16 1976
2. Person to Contact Jean Strickland		Working Title Business Manager	Telephone Number 656-6667
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>74-358</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1972 Latest Present		5. Records Series Title (followed by title used in office, if different) I.P.A. Grant Project Files	
6. Division and Office Function Administrative Division Grants Administration What is the function of the Division and the Office in which this record series is created?			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The administration of Intergovernmental Personnel Act grants.  Included are: (Federal Forms) CSC 1148, Application for Federal Assistance; CSC 1099A, Request for Payment; CSC 1151, Report of Federal Cash Transactions; (Merit System Forms) MS 11-75, Quarterly Expenditure Report; MS 11-80, Management Information Report.  File is arranged: Numerically by project code number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years.   |
| c. Federal law           | _____ years. | f. Federal retention instructions | 3 _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other Grant Period then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then (or until all audit findings have been resolved)
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles E. Thomas</i>	7-2-76	<i>Jan Stickland</i>	7-2-76
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee <i>[Signature]</i>	7-14-76
		Secretary of State/Designee <i>Carroll Hart</i>	7-13-76
		Attorney General/Designee <i>[Signature]</i>	7-16-76



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date 7-24-74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. IPA 1		Date Received JUG 22 1974	Application No. 74-358 Date Completed OCT - 3 1974
3. AGENCY, Division, Subdivision & Administering Office Address State Merit System Intergovernmental Relations and Career Development 244 Washington Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Room 572 Carson E. Melvin	
		5. Working Title Division Director	6. Tel. No. 656-2740

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

June, 1971 to date

9. Exact Series Title

I.P.A. Grant Project Files

10. What is the function of the office in which this record series is created

This office is responsible for:

1. Administration of the Intergovernmental Personnel Act of 1970 (PL 91-648) in Georgia. The three major titles of the Act are: Title II, which authorizes financial grants to improve personnel administration in State agencies and local governments; Title III, which authorizes financial grants for training and government service fellowships; and Title IV, which authorizes the interchange of employees between the Federal government and State agencies, local governments, and educational institutions.
2. Design and development of a Career Development Program for State employees. This includes forecasting long term (5-7 yrs) manpower needs, a computer based skills inventory, and career guidance and counseling.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

1. Files relate to administration of I.P.A. grants
2. Included are: (Federal Forms) - CSC 1148 Application for Federal Assistance  
CSC 1099A Request for Payment  
CSC 1151 Report of Federal Cash Transactions  
(Merit System Forms) MS 11-75 Quarterly Expenditure Report  
MS 11-80 Management Information Report  
MS 11-78 I.P.A. Grant Project Abstract
3. Filed in numerical order by project code number.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	3	4.5		1	1.5		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				6 square feet			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				30	20	10	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] [ ]
14. Is there a duplication of this series in another office or agency? [ ] [X]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [XX] [ ]  
In department's annual report and in Director's subject file.
16. Does the series contain classified information requiring security handling? [ ] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
18. Could the function be performed if the files were lost or destroyed? [ ] [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
20. Does the record series provide data as input to an EDP file? [ ] [X]
21. Does the record series contain documentation produced as EDP printout? [ ] [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? [X] [ ]  
See item 24.
23. Will there be a need for these records 10, 15 years from now? If yes, what? [X] [ ]  
See item 25.

24. REQUIREMENTS. The following requires the files to be kept 3 years:

- a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [X] FEDERAL LAW e. [ ] ADMINISTRATIVE DECISION f. [ ] HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

I.P.A. 1970 (PL. 91-648, Sec. 504) Pursuant to I.P.A. Grant Handbook - BIPP 151-2, Rev. 6/73)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each  
-[ ] CALENDAR YEAR -[X] FISCAL YEAR -[ ] Other then:
- [ ] Hold in the current files area month(s)/ year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold year(s):
- [ ] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [X] Other: (Specify)

Hold in current files area for 3 years, or until Federal audit findings have been resolved, whichever is the latest date; then transfer to the State Records Center and hold for 7 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Three year retention is required by Federal Law. The additional 7 years retention is to provide research and reference material for the State I.P.A. Grants administration.

Attach Samples of the Series

Records Management Officer

Date

26. Recommendations		[X] Approved [ ] Disapproved	Head of Agency/Designee	Date
in Paragraph 25 are:	State	[X] Approved [ ] Disapproved	William M. Nelson	10-1-74
	Records	[X] Approved [ ] Disapproved	Carol Hart	10-1-74
	Committee	[X] Approved [ ] Disapproved	Robert J. Hall	10-2-74